

CASH MANAGEMENT POLICIES AND PROCEDURES HANDBOOK

U.S. GOVERNMENT TRANSPORTATION REQUESTS

G Section 1.0 General

Standard Form 1169, U.S. Government Transportation Request (GTR), is used to procure official transportation services unless otherwise specifically provided here and in 41 CFR 101-41.203.

"Official transportation" is defined as that required for:

- a. Department employees on official travel and invitational travelers, i.e., travel for which a Department travel order has been issued and which will be paid with appropriated or gift and bequest funds; and
- b. Necessary travel of cost-reimbursable contractors, with the approval of their contracting officers.

The issuance of GTRs for any other travel must be approved by the Director for Financial Management.

G Section 2.0 Policy

A GTR should be used only when a contractor-issued Government charge card is not available. A contractor-issued charge card is the Department's preferred method of procuring transportation services. GTRs may be used at Federal Travel Management Centers (FTMCs) (travel agencies under Government contract), or directly with a common carrier when approved by an organization unit's authorizing official. GTRs may be used to purchase:

- a. Tickets and/or transportation services for individual or group travel; or
- b. Charter/contract services.

Specific information for each type of coverage must be shown in the appropriate blocks on the GTR.

A GTR shall not be issued after official business has been performed or as a duplicate for another GTR. Furthermore, GTRs shall not be issued:

- a. To procure individual passenger transportation service costing ten dollars or less, exclusive of transportation tax (unless justified by specific circumstances);

- b. To procure air excess baggage service costing \$15 or less for each leg of a trip (unless justified by special circumstances);
- c. To procure individual taxicab, airport limousine, intracity transit, or rental vehicles;
- d. To pay toll road or toll bridge charges; or
- e. To obtain transportation services or privileges personally desired but not required for official business, including premium-class accommodations when not officially authorized on a CD-334.

Travelers must provide identification to support a valid GTR in order to receive a ticket. In the absence of satisfactory identification, the carrier will not honor the GTR.

G Section 3.0 Accountability

Travelers are accountable for GTRs and/or any other transportation documents received by them in connection with their official travel. GTRs should be safeguarded in the same manner as cash.

If trips are canceled or itineraries change once a GTR has been issued to the traveler, the traveler is liable for the value of the ticket until all ticket coupons have been used for official travel or all unused tickets or coupons are properly accounted for on the travel voucher.

Travelers, issuing officers, or private individuals are not authorized to receive refunds, credits, or any other negotiable items for unfurnished services or unused tickets or portions thereof issued in exchange for GTRs. Carriers are accountable to the Government for refunds or adjustments improperly made to issuing officers or employees traveling on official business.

Proper control of GTRs should be exercised. When an accountable employee transfers within their organization unit or within the Department, retires, or separates from the Department, The servicing Finance Office should be notified by memorandum or by submitting a CD-393, Request for TR Action. The GTRs held by the accountable employee should either be returned to the servicing Finance Office or transferred to another accountable employee.

G Section 4.0 Procurement of Common Carrier Transportation

All common carrier transportation costing more than \$100 should be procured by one of the following authorized methods listed below in order of Department preference:

- a. Contractor-issued Government charge card;
- b. Government Transportation Request (GTR), individual or blanket arrangement with an FTMC; or
- c. Cash--less than \$100 or for emergencies when the above methods are unavailable.

Procurement of transportation by GTR includes the direct use of an individual GTR or a blanket GTR arrangement between the Department and an authorized FTMC. Travelers that do not have access to either a Government charge card or individual/blanket GTR arrangement may have their approving official arrange with an FTMC to mail or wire a pre-paid ticket to a convenient airline ticket facility for pickup. Under this method, the tickets will be purchased with an individual GTR or through a blanket GTR arrangement at the approving official's location. This method, useful for new hires or invitational travelers, prevents the unknowing violation of the General Services Administration's (GSA) regulations.

See the DOC Travel Handbook, 301-10.2(b), for exceptions authorizing the use of cash to procure common carrier transportation.

G Section 5.0 Obtaining U.S. Government Transportation Requests

GTRs may be obtained by submitting an original CD-393 to the servicing Finance Office . A copy of the CD-393 should be kept on file by the requesting office.

The Finance Office must not issue GTRs without first stamping their address in the "BILL CHARGES TO" block of each GTR. This ensures that the Department will be billed for the transportation charges. Any exceptions to this policy must be approved by the Director for Financial Management. Any office which receives an exception will be required to forward the blue copy of each SF 1169 (GTR) to the servicing Finance Office of. This will enable the accountable employee to be cleared of accountability and allows the GTR to be sent to GSA as required for audit.

G Section 6.0 Multiple Ticket Purchases Under Blanket GTRs

FTMCs are under contractual agreement with the Department or the General Services Administration to procure transportation tickets for official travelers. These contracts are designed for use in situations where a relatively large volume of passenger tickets are issued on a recurring basis. FTMCs shall be instructed:

- a. That the contractor-issued Government charge card is the preferred method of procuring common carrier transportation for official travel within the Department;
- b. To determine from each traveler whether the Government charge card will be used before reserving or purchasing each airline ticket; and
- c. That they are not to issue tickets to a Department traveler without first receiving a copy of the travel order which indicates the procurement method to be used.

Under the provisions of these contracts, a blanket GTR shall be issued for each agency or paying office using the service at a given location. A separate ticket listing (CD-392, Travel Service Payments) shall be maintained for each blanket GTR that shows the number and value of each ticket issued under it, the appropriation or fund chargeable, and other necessary fiscal and management information.

At the end of the period for which a blanket GTR has been issued, an FTMC shall forward the following completed documents to the servicing Finance Office to invoice for GTR charges:

- a. Form SF 1113, Public Voucher for Transportation Charges;
- b. Form SF 1169, U.S. Government Transportation Request;
- c. Form CD-392, Travel Service Payments, or approved facsimile;
- d. A copy of a travel order for each ticket listed on the CD-392; and
- e. A copy of the ticket listed on the CD-392.

These five items shall constitute a proper invoice for transportation services once received at the payment office. Where applicable, the invoice must also include justifications for foreign flag travel and an approved CD-334, Request for Approval of Extra-Fare Air Accommodations, for each premium-fare ticket issued under the GTR.

G Section 7.0 Unused Tickets

A traveler must cancel reservations for transportation and/or accommodations as soon as he/she knows that such reservations will not be used. All adjustments in connection with official passenger transportation must be promptly processed to prevent losses to the Government.

A traveler should forward all unused or partially used tickets, including credits, coupons, exchange orders, refund slips, notices of fare adjustments, etc., to the servicing Finance Office with an explanation on the CD-370, Travel Voucher. If a traveler is returning unused tickets but will **NOT** be submitting a travel voucher, the tickets must be submitted with a copy of the travel order or memorandum. The memorandum must provide GTR number, name and social security number of the traveler, bureau code, and the accounting code that was shown on the travel order.

Travelers should write nothing on the face of the coupons (tickets). All notations should be made on a separate piece of paper and attached to the coupons.

G Section 8.0 Lost or Stolen GTRs

When a GTR, in the possession of a traveler or other accountable person, is lost or stolen, a CD-393 will be prepared, along with a cover memorandum stating the facts surrounding the loss or theft, and submitted to the servicing Finance Office . If a specific carrier has been designated on the GTR, the accountable person should notify the carrier in writing.

A GTR which is recovered after being reported lost or stolen shall not be used to obtain transportation or accommodations, but shall be returned promptly to the issuing/accountable officer. This officer shall mark it "CANCELED" and forward it through appropriate channels to the servicing Finance Office . The recovered GTR, whether blank, partially, or completely filled out, should be sent with a cover memorandum which includes the GTR number and the date of recovery. The GTR also should be accompanied by a CD-393, completed except for Block 4, "Type Action."

G Section 9.0 Canceled or Damaged GTRs

A GTR damaged in preparation, canceled, or prepared for issuance but not used shall be marked "CANCELED" across the face by the accountable employee. The GTR shall be accompanied by a completed CD-393 and immediately sent to the servicing Finance Office .